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UNITED STATES GOVERNMENT

**CONFIDENTIAL***Memorandum*

TO : Director of Training

DATE: 15 October 1965

FROM : Chief, Career Training Program

SUBJECT: Weekly Activities Report #31

A. SIGNIFICANT ITEMS

A supplementary briefing for DD/S occurred on 14 October, concerned primarily with Career Trainee selection standards and procedures. It was scheduled by DD/S as a joint discussion in which to bring out the views of OTR and Personnel on the substance and form of the selection process, and to inform himself on the details of our procedure. Attending were Messrs. Bannerman, [REDACTED] and Vance; Echols, [REDACTED] Baird and [REDACTED]

25X1A  
25X1A  
25X1A

The discussion followed generally the sequence of subjects reflected in the attachments, copies of which were distributed to those present. I reviewed Career Trainee selection standards, the things we look for, and how we measure them; the psychological tests and their contribution to the process; and the nature and timing of the action involved in a Career Trainee selection case from receipt of the file to EOD. We then took up a number of specific questions and reviewed a number of illustrative cases. I was very impressed and pleased with the constructive nature of the discussion and the degree of understanding which seemed to be achieved.

Mr. Bannerman seemed generally satisfied and asked further action on only one specific point, namely, the way in which a CTP rejection, or postponement of consideration, of an applicant is recorded and circulated. Personnel expressed the view that a CTP rejection notation on an applicant file often will make it difficult or impossible to place the applicant elsewhere in the Agency. We will work with Personnel to improve our handling of such cases.

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS. ☒  
☐ DECLASSIFIED  
CLASS. CHANGED TO: TS S C 2012  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70-2

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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B. NORMAL ACTIVITIES

25X1A

1. Miss [REDACTED] entered the Program on 11 October and joined the October Class.

25X1A

2. [REDACTED] has been permanently transferred to DDI/ORR/MRA, effective 6 October 1965.

C. RECRUITMENT ACTIVITIES

See attachment.

D. PERSONNEL MATTERS

Nothing to report.

E. TROUBLESOME MATTERS

Nothing to report.

[REDACTED]

25X1A

Attachments

As stated

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## (Attachment) RECRUITMENT ACTIVITIES

1. For the week 7 - 13 October 1965:

a. New files received	5
b. File rejects (before T/A)	6
c. Invited for PEM and interviews	8
d. Candidate interviews	6
e. Temporary actions	10
f. Permanent actions	0
g. Cancelled actions	12
Decline	6
Reject	5
Postpone	0
Medical	0
Security	0
Panel	1
h. PEP and interview	6

2. Summary to date:

Comparative Figures  
1964

a. January 1966 Class:

## Firm:

On board	0	10
Military	0	3
Polys completed EOD set	3	15
Internal	1	3

## Tentative:

Permanent actions	0	10
Temporary actions	55	93
Polys scheduled	11	8
Polys completed no EOD set	27	16
Military	0	3
Internal	28	30

ESTIMATED CLASS: 50 - 55

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b. ROTC/OCS actions: 4

Permanent actions	1
Temporary actions	0
Ready to EOD	1
Polys scheduled	0
Polys completed no EOD set	2

c. April 1965 Class Availability:

Comparative Figures  
1964

Permanent actions	0	0
Temporary actions	63	28
Polys scheduled	5	0
Polys completed no EOD set	6	0
Polys completed EOD set	0	0
Internal (Tentative)	1	16

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CT SELECTION

Based On:

1. Minimum requirements:

- a. Age 21 to 35 (few above 30 or below 24; median about 26½).
- b. College degree (any major).
- c. Eligibility for sensitive clearances, and medical/psychiatric approval.
- d. Willingness to accept assignment as Agency needs may require (modified in significance for functional specialists who normally would be assigned only in area of specialization).

2. Evaluation of qualitative factors (no order of emphasis):

- a. Evidence of native intelligence.
- b. Good record in college and/or graduate school--with emphasis on last year or two.
- c. Competence in professional assets, such as:
  - (1) Foreign language knowledge
  - (2) Area knowledge (usually obtained by residence and/or intensive study)
  - (3) Experience in some activity directly related to our business
  - (4) Concentrated training in relevant subject-matter fields.
- d. Ability to "sell" himself.
- e. Ability to communicate verbally and in writing.
- f. Ability to get along with people (other than his own "set").
- g. Motivation - the capacity to become dedicated to our work.
- h. Substance and variety of work and/or military experience.

- i. Personal qualities such as energy, imagination, initiative, sense of humor, good judgment, intellectual curiosity.
- j. Maturity - intellectual and emotional.
- k. Adaptability to changing circumstances.
- l. Evidence of "frustration tolerance" and potential for growth.

We Attempt to Measure These By:

1. File review (includes FHS, medical history, college transcripts, test results, recruiter's interview report and recommendations).
2. Interviews - with CT Program Officers, personnel officer, A&E psychologists, functional specialists as indicated.
3. Medical/psychiatric evaluation.
4. Polygraph examination.
5. Full background investigation.

The Tests

- A. Given at 15 test centers in field; at Headquarters on Tuesday, Thursday, and alternate Saturdays.
- B. Measure of intellectual ability in relation to Agency professional population and to CI's on board; foreign language aptitude; knowledge of contemporary world affairs. In addition, give some measure of writing ability, vocational interests, work attitudes and temperamental characteristics, plus biographic inventory-content, hobbies, skills, etc.
- C. Intellectual ability measure based on 7 tests:
  - vocabulary
  - comprehension of complex verbal material
  - abstract reasoning ability
  - arithmetical reasoning ability
  - interpretation of data in chart/graph form
  - ability in numerical computation
  - verbal/ideational fluency
- D. Reported as box score, plus general comment and over-all recommendation.
- E. Advisory: 1 element of evidence.

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PRELIMINARY TEST INTERPRETATION REPORT ON JOT APPLICANT

NAME		DATE	
DATE AND PLACE TESTED			NUMBER

1. INTELLECTUAL ABILITY - AGENCY PROFESSIONAL MALES

LOWEST 7%	NEXT 9%	NEXT 15%	LOW MID 19%	HI MID 19%	NEXT 15%	NEXT 9%	HIGHEST 7%
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MALE JOTS

LOWEST 7%	NEXT 9%	NEXT 15%	LOW MID 14%	M 10%	HI MID 14%	NEXT 15%	NEXT 9%	HIGHEST 7%
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9

8

7

6

5

M

4

3

2

1

2. COMMENTS

3. FOREIGN LANGUAGE APTITUDE

VERY POOR	POOR	AVERAGE	GOOD	VERY GOOD

4. KNOWLEDGE OF CONTEMPORARY WORLD AFFAIRS (IN COMPARISON WITH JOTS)

JOT RANGE

BELOW	LOWEST 10%	NEXT 20%	MIDDLE 40%	NEXT 20%	HIGHEST 10%

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(When Filled In)

NAME	DATE
DATE & PLACE TESTED	NUMBER

5. SUMMARY COMMENTS

6. RECOMMENDATION

NOT RECOMMENDED	WEAK	AVERAGE	ABOVE AVERAGE	EXCELLENT
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☐ IF BROUGHT IN, MAY WE SEE?

7. ADDITIONAL IMPRESSIONS *(Not as well-defined as those indicated above, but which might be useful as clues in interviewing or subsequent follow-ups)*

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(When Filled In)

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